

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, May 15, 2018
2:30 p.m.
Minutes

DIRECTORS PRESENT: Directors Frank Griffith, Tim Eldridge, Gerrie Kilburn. Director Opel joined the open session at 3:30 p.m. and Director Eldridge left the meeting at 3:30 p.m.

DIRECTORS ABSENT: Director Gordon Johnson

STAFF PRESENT: Melvin Matthews, General Manager/Acting Board Secretary; Donna Eggehorn, Administrative Assistant; Chris Burt, Sr. Facilities Operator

1. CALL TO ORDER: Chair Frank Griffith, called the meeting to order at 2:56 p.m. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.

2. PUBLIC COMMENT: No members of the public were present.

3. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code

§54957(b)(1): Title: General Manager

At 2:56 The Board tabled the closed session to the end of open session.

4. OPEN SESSION: The Board convened to open session at 2:57 P.M.

5. REPORT ON CLOSED SESSION: See end of open session.

6. PUBLIC COMMENT: No members of the public were present.

7. REVIEW OF MINUTES: The minutes of April 17, 2018, were reviewed. It was motioned/seconded/carried unanimously-(Kilburn/Eldridge-3/0/0).

“That the Board approves the minutes as presented for filing and posting on the website.”

8. REVIEW OF FINANCIAL REPORTS: At 3:30 p.m., Director Opel reviewed the financial reports for April 30, 2018, highlighting that since the District had increased water sales and operations and maintenance expenses were lower than the budget this month, there was an \$21,000 net operating surplus. Other expenditures for capital improvement and maintenance projects and installment loan payment resulted in drawdown in cash for the month. The General Manager reported that the early payment for the Installment Purchase Agreement reduced the future interest cost and answered questions regarding the agreement and about possible consolidation with other small districts for securing financing for future projects. It was motioned/seconded/carried unanimously-(Opel/Kilburn-3/0/0).

“That the Board approves the financial reports for filing as presented.”

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9. GENERAL MANAGER’S REPORT: The General Manager and Board reviewed the report and highlighted the follow items and answered question from the Directors:

HR Activities: The General Manager stated that the Facilities Maintenance Worker had started and that he will be working to gain the certifications and experience to advance to the position of Facilities Operator. Donna Eggehorn, a candidate for the Administrative Assistant or Office Manager position had been shadowing the office activity and has now been hired as part-time employee with potential to become a full-time employee in the coming months.

Upgrade Project for the “My Account” Customer Information Portal on the KID Website. The project is complete, and the portal is available to customers with satisfactorily results.

SCADA Computer Replacement and Software Upgrade Project. Onsite installation has been completed and the old and new systems are running parallel for the next few weeks.

VersaTerm Replacement Project. Able Software is configuring the new handheld meter-reading computer and developing the software interface. Onsite installation will be scheduled as soon as this work is completed.

Activities/Meetings/Webinars/Conferences. The General Manager reported his activities during the month of April.

Water Leak/Water Waste/Water Quality/Customer Contact. The General Manager reported that he has completed the 2017 Consumer Confidence Report and that it will be available to customers in June and posted on the website.

Water Samples and Test Results Update table. The General Manager stated that there were no out of tolerance tests to report.

Facilities Improvement, Maintenance and Repair Projects. The General Manager reviewed the projects for the month of April.

Water Supply Summary as of March 2018 for the Fiscal Year July 2017 through June 2018. The General Manager reported that the lease from the City of Alhambra for 207 acre feet of pumping rights has been completed for the budgeted amount. The forecasted amount of surplus water through June 2018 is now 223 acre feet.

10. ACWA JPIA INSURANCE PROGRAMS REFUND: The General Manager reported that the Kinneloa Irrigation District received a refund of \$10,844.53 due to the RPA Stabilization Fund Report that adjusts premiums for prior policy years based on our claims history.

11. POSITIONING OF A DISASTER PREPAREDNESS CONTAINER ON DISTRICT PROPERTY: Don Murphy, President of Kinneloa Canyon Association presented his letter requesting permission to have an emergency supply container positioned at the Eucalyptus Reservoir. Mr. Murphy said that there would be no cost to KID and the Association would provide insurance coverage and landscaping to screen the container from street view. The Board expressed general approval of the project for the benefit of the community and will discuss the project again at a future meeting when the design is complete and detailed plans are available.

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12. WATER MASTER PLAN FOR THE KINNELOA IRRIGATION DISTRICT:

The General Manager presented a written response to many of the questions and discussion points that have been raised since the revision was first presented in January 2018 and he recommended that the revision be approved. The General Manager reported that the Sr. Facilities Operator and he had met and the document reflects that discussion. Director Griffith requested to meet with the General Manager separately to discuss the Water Master Plan. Director Opel had questions regarding the fire flow testing of each hydrant. The General Manager stated that it would impact the district with large fees per hydrant and a waste of water. There was additional discussion on how fire flow tests are performed and on possible color-coding of hydrants. Director Kilburn requested to table the motion and bring the plan back to the Board at the next meeting.

It was motioned/seconded by Opel/Griffith and carried 2/1/0 – (Ayes 2 (Opel/Griffith)/Nays 1(Kilburn)/Abstentions 0)

“That the Board directs the General Manager to report back on potential value and alternate costs regarding fire flow tests after a period of time with recommendations by the end of the calendar year.”

13. BROWN WELL AND BROWN RESERVOIR EASEMENTS: The General Manager stated that at last month’s meeting, the Board expressed interest in viewing the site in person. Both the Board and the General Manager viewed the easements and were satisfied that there was no impact on access of the reservoirs due to a low wall and fence that was constructed. A discussion ensued regarding a letter of notice to be sent to the owner of the property next to the easement.

It was motioned/seconded/carried unanimously-(Kilburn/Opel-3/0/0).

“That the Board directs the General Manager to send a letter to inform the property owners of the Brown Well and Brown Reservoir easements and that all or a portion of the easements will continue to be used for access to District facilities.”

14. GENERAL MANAGER JOB DESCRIPTION: Director Kilburn requested the item be carried over to the next meeting. The Board agreed.

15. EMPLOYEE PERFORMANCE EVALUATION FORM: Director Kilburn requested the item be carried over to the next meeting. The Board agreed.

16. REGULAR BOARD MEETING TIME: The Board agreed to set the next meeting time to 3:00 p.m., June 19, 2018 and to discuss the future meeting time for regular meetings at that time.

17. DIRECTOR REPORTS AND/OR COMMENTS: There were no reports and no comments.

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18. CALENDAR: The next regular meeting will be at 3:00 p.m. on Tuesday, June 19, 2018. Directors Opel and Griffith said he would be absent for the July meeting and there was discussion about cancelling or changing the meeting date. July 31, 2018 was presented as a possible alternative date but since Directors Eldridge and Johnson were not in attendance, it was decided to table the discussion until the June meeting.

Possible Items for the Next Regular Meeting Agenda:

1. Water Master Plan for the Kinneloa Irrigation District
2. General Manager Job Description
3. Employee Performance Evaluation Form
4. Regular Board Meeting Time

19. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code

§54957(b)(1): Title: General Manager

At 4:30 p.m., the Board adjourned to closed session.

20. REPORT ON CLOSED SESSION:

The Board discussed the Public Employee Performance Evaluation.

It was motioned/seconded/carried unanimously-(Opel/Kilburn-3/0/0). The Board reconvened to open session at 4:40 p.m.

22. ADJOURNMENT: The meeting was adjourned at 4:43 p.m.

Respectfully submitted,

Melvin L. Matthews

Acting Secretary to the Board